

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAAG-SP

5 January 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-04 – Expires 29 January 2010

1. The Military Department is accepting applications for the State Active Duty limited-term position indicated below. A limited-term appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. This position requires the incumbent to render military funeral honors for soldiers, sailors, airmen and veterans throughout the State of California. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of the special funding for this program. This vacancy announcement will expire on **29 January 2010** unless sooner rescinded

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the submission requirements detailed on the last page of this vacancy announcement.

a. TITLE AND PAY GRADE:	Team Leader, Military Funeral Honors Program (SAD E-6)
b. EMPLOYMENT LOCATION:	Riverside, CA
c. PROJECTED EMPLOYMENT DATE:	1 March 2010
d. SELECTING SUPERVISOR:	Officer in Charge, Military Funeral Honors Program

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard in the grades of E-5 through E-7 may apply.

b. Education/Experience: Must be a high school graduate or its equivalent and have completed your military component's military education requirements for your rank. ***Attach documentation to support this requirement.***

c. Military Assignment: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Able to communicate effectively with funeral directors, clergy, next of kin and other personnel to coordinate funeral ceremonies.

e. Applicant must possess a valid state driver's license. ***Submit a copy of your current driver's license or Department of Motor Vehicles printout.*** Be able to drive and properly maintain a sedan, van (carry-all) and other military and non-military vehicles

f. Must be able to perform Drill and Ceremonies and be able to carry, hold, manipulate, clean and fire an M-14 rifle.

g. Must be able to stand for long periods at the position of Attention and Parade Rest, up to and including one hour.

h. Possess emotional stability: ability to perform all tasks under difficult circumstances (ie, grieving family members and next of kin).

CAAG-SP

SUBJECT: State Active Duty Vacancy Announcement 2010-04 – Expires 29 January 2010

- i. Must be able and willing to travel out of town periodically for up to 7 days of temporary duty in connection with conduct of MFH or required training
- j. Must meet the standards of AR 600-9, be physically fit with no profiles for back, leg, knee, shoulder, arm or hand injuries. Must be able to carry the weight of 1/6th of a casket and body (approximately 70 pounds) with one hand on terrain as well as carpet, concrete, and perhaps steps/stairs. Preferred to have performed at a minimum 50 MFH within the last 12 months.
- k. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/caps/Pages/sad.aspx> that indicates your current medical fitness.
- l. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulations.

4. Desirable qualifications include:

Working knowledge of Microsoft Office Suite is desired.

5 Principal duty functions:

Duty will be performed under the direct supervision of the Military Funeral Honors, Regional NCO, Operations NCO, NCOIC and OIC and must be able to supervise 20 plus soldiers.

- a. Performs duties prescribed by the Army National Guard "Honor Guard SOP", FM 3-21.5 and DOD/NGB guidance relating to Funeral Honors.
- b. Provides training to volunteer soldiers and/or airmen, California State Military Reserve and civilian volunteers and determines if they meet the requirements to perform Military Funeral Honors.
- c. Assists the Administrative NCO in updating the National Guard Bureau Military Funeral Honors Data Base. Identifies trends and develops analysis tools using data from the reports. Drafts daily reports to the Regional NCO, Operations NCO, NCOIC and OIC of MFHP.
- d. Assists in receiving, processing, assigning, and scheduling MFH missions from the Casualty Area Commands (CACs) (Fort Lewis and Fort Huachuca), funeral homes and family members.
- e. Assists in reviewing and logging After Action Reports (AAR's) submitted by the MFH teams; processes MFH Stipends, SF 1164 (Federal Travel/Per Diem), and STD 262 (State Travel) forms.
- f. Maintains and administers multiple support budgets and inventory logs for the Headquarters Office. Maintains all files and records and receives, inputs, monitors and records all office expenditures. Sets up controls to monitor expenses and equipment inventory during the year and recommends adjustments.
- g. Maintains personal contact (via phone, fax and/or email) with the MFH Team Leaders to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Notifies team members of latest directives regarding administrative procedures and MFH.
- h. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format and procedural adherence. Maintains office files for correspondence, directives, regulations and other information.
- i. Responsible for the annual performance evaluation for the State Active Duty personnel under his/her supervision.

CAAG-SP

SUBJECT: State Active Duty Vacancy Announcement 2010-04 – Expires 29 January 2010

j. Forwards State Active Duty personnel documents through Operations/Regional NCO to MFHP Administrative NCO for submission to State Personnel for completion.

k. Other duties as assigned.

6. Reimbursement for moving and relocation expenses *will not* be paid.

7. Individuals selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Program, Pre-paid Legal Services, Long Term Disability insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-SP website at <http://www.calguard.ca.gov/casp/Pages/default.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office not later than the close of business on 29 January 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (5 Jan 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain any negative responses.

Submission Requirements	Self Check
Have you completed and signed your application form?	
Have you attached verification of your military and civilian educational certificates?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your current driver's license or DMV printout?	